

Jefferson County Position Description

Name:		Department:	Highway	
Position Title:	GIS/Engineering Technician	Pay Grade:	8	FLSA: Non Exempt
Date:	January 2014	Reports To:	Operations Manager	

Purpose of Position

Position is responsible for assisting the Operations Manager and other Highway Department supervisory staff in maintaining highway related geographical information systems (GIS) and performing civil engineering technical work relating to highway planning, design, construction, and maintenance activities for county and state highway systems.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops and maintains various highway databases and geographical systems (GIS) which may include pavements, bridges, culverts, signs, barriers, pavement marking, plow routing, etc., and assists with advancing automation and promoting open and transparent information development.
- Digitizes and creates transportation-related features using field collected data, aerial and satellite imagery and other GIS data sets. Maintains accuracy and quality control of data, and edits data to produce various maps and graphic products.
- Prepares, processes, and evaluates survey data for location and construction surveys sufficient to meet project deadlines with accurate and effective data.
- Processes data using CADD drafting and computational software producing maps in a timely manner, ensuring accuracy standards are maintained.
- Assists with field inspection of bridges, culverts, pavements, etc. for updating infrastructure conditions in all GIS databases.
- Performs field and office survey work for bridge, road, or other public works projects.
- Drafts plans and prepares as-built drawings for highway maintenance and construction projects.
- Assists in operating global position systems (GPS) and other survey tools to enable accurate collection of field survey data for highway construction plans, or to perform construction staking, location, or miscellaneous surveys and asset rating updates.
- Maintains equipment used and related to work activities (i.e. survey tools, CADD work station, work vehicle, etc.).
- Assists in training managers, superintendents and foreman in GIS use.
- Tests and samples materials in the field, analyzes test results, and assures materials meet County and/or Wisconsin Department of Transportation (WisDOT) specifications to secure certification of a construction project.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.

- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in Civil Engineering Technology or related field, including GIS course work, with 4 – 5 years' experience with ArcGIS/ArcView and Database software, AutoCad/Civil 3D GIS software and WisDOT design standards. A Bachelor's Degree in related field is preferred and may be accepted with 2 – 3 years of experience. A valid Wisconsin Driver's License is also required.

Other Requirements

Hours of Work: Maintains availability and accessibility by phone for overtime work during snowstorms or when other road damage occurs.

Physical Requirements: May require walking several miles per day and standing to a significant degree on rough terrain. Must have ability to climb and lift, push, pull a minimum of 50 pounds.

Work Environment: Must be able to perform work safely in areas of hazards including working in and/or around heavy construction equipment, high speed traffic, culverts, bridges, steep slopes, streams, and wetlands. May require frequent exposure to adverse temperatures and/or weather conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date